

Request for Proposal

Of

ESG Grant Regional Initiatives

Lawrence County Community Action Partnership

The Lawrence County Community Action Partnership (LCCAP) is accepting proposals on behalf of ESG Grant Regional Initiatives to take place within your community. Sub-Contractors will provide services as identified within this proposal and attached appendixes. Activities include ESG Grant. Such activities will be associated with grant funded opportunities offered by LCCAP and can be all inclusive or as an individual activity.

The procurement for services hereunder shall comply with Office of Management and Budget's Super Circular requirements for grants and cooperation agreements to state and local governments, and shall be in accordance with LCCAP's Procurement Policy for Professional Services. It is the intent of LCCAP to retain the services of Sub-Contractors who will provide the necessary expertise to carry out the activities described within attached appendixes.

INFORMATION REQUIRED:

Sub-Contractors must submit a sealed proposal by 4:00 PM on August 19, 2024 to:

Lawrence County Community Action Partnership
Administrative Office
241 W. Grant Street
New Castle, PA 16101

Proposals may be withdrawn at any time prior to August 25, 2024. Proposals shall be clearly marked **PROPOSAL FOR ESG- Grant REGIONAL INITIATIVES** and must contain responses to the following:

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1. Qualifications, Experience and Time Commitments of Proposed Staff
 - a. Demonstrate experience in conducting efforts of the nature and scope of the project required by this Request for Proposal.
 - b. Identify key personnel to be assigned to render the service required.
 - c. Identify the work plan to be utilized in completing the contract.
 - d. Demonstrate stability and continuity of both staff and management.
 - e. Describe knowledge of and engagement with the community programs and activities required.

2. Small, Minority and Women Enterprise Participation and/or Participation by Labor Surplus Area, Section 3, and SERB Firms. (If the Contracted Partner qualifies under any of the categories listed below, the Contracted Partner shall set forth the basis so the procuring agency can determine which category(s) is applicable to the Contracted Partner.)
 - a. Small Business Firm
 - b. Minority Owned Business Firm
 - c. Women Owned Business Firm
 - d. Section 3 Business Firm

3. If the Proposer intends to use a sub-contractor for all or part of the work items, the proposal shall be so noted and shall comply with all applicable requirements.

BASIS FOR COMPENSATION:

The Sub-Contractor is accepting the fee for service allocated within appropriate Appendix of Services. LCCAP reserves the right to negotiate with the Sub-Contractor regarding services and costs, award any combination in the best interest of LCCAP, and to reject any and all proposals. During negotiations, a Do Not Exceed Lump Sum Fee will be established. Sub-Contractors are encouraged to use examples of past projects in their proposals, including project budgets, meeting project costs, and letters/references.

RISK ANALYSIS:

A risk analysis will be sent to all that respond to this Request for Proposal via email (1) one day following sealed proposals due to LCCAP. This risk analysis must be completed and returned to LCCAP within 7 calendar days.

EVALUATION CRITERIA:

LCCAP will evaluate each written proposal and risk analysis results, determine if oral discussion with the Sub-Contractor is necessary, then (based on the content of the written proposal and oral discussions) assign points for each segment of the proposal in accordance with the criteria hereinafter set forth. The points to be awarded are listed below. The maximum amount of points attainable is 100. Sub-Contractor's achieving (70) total points will be selected to negotiate a contract.

LCCAP is an affirmative action/equal opportunity employer and all qualified applicants will receive

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consideration without regard to race, color, religious creed, handicap, ancestry, national origin, age or sex. LCCAP will enter into a sub-contract with the successful Sub-Contractor; the contract will contain all the required provisions as outlined in OMB Super Circular and strictest program requirements.

1. Qualifications, Experience, Relevancy of Work, and Past Projects (60 points)

- a. Describe qualifications and experience of the firm applicable to the project. (10 points)
- b. Describe experience and ability of the Sub-Contractor efforts of the nature and scope of similar work. (10 points)
- c. Describe experience and ability of specifically-named key personnel to carry out the proposed assignment of the nature and scope of similar work. (10 points)
- d. Describe the level of effort in the proposed work plan in terms of time commitment of the Project Manager and key personnel. (10 points)
- e. Demonstrate experience and capability providing stability, continuity and responsiveness of staff and management, and knowledge and familiarity with the programs. (15 points)
- f. Provide certifications and/or licenses of the nature and scope of work. (5 points)

2. Engagement in Community (10 points)

- a. Describe knowledge of and engagement with similar and required community programs and activities. (10 points)

3. Minority, Women Owned, and/or Section 3 Firm Participation (5 points)

- a. Minority or Women Owned Business Firm (2.5 points); or
- b. Section 3 Business Firm (2.5 points)

4. Submission of Risk Analysis (25 points)